

NOAA Enterprise Messaging System Directory Cleanup

The NOAA Enterprise Messaging System (NEMS) Directory has successfully supported e-mail throughout NOAA for the past several years. Although initially configured to support messaging only, the NEMS directory is increasingly being used to support other NOAA business functions as well. These additional uses include authentication and access control to NOAA web sites, HR's e-Learning system, determination of which employees have completed the Security Awareness Training, and direct bill cost distributions based on employee head-count across Line Offices and geographic areas.

Increased use of the NEMS directory has uncovered several important concerns. Approximately 500 entries in the directory reflect individuals who no longer are employed at NOAA. It is also likely, that there are legitimate NOAA employees who are not listed in the directory. Additionally many of the valid employees have either missing or inaccurate values in critical fields.

As a result, the NOAA CIO Council, the NOAA Messaging Configuration Board (MCB) and Messaging Operations Center (MOC) have requested the assistance of each Line Office in the following activities:

1. Cleanup of entries in the NEMS Directory:
 - A. Verify that employees listed in the directory are still actively employed and remove entries for individuals who are no longer associated with NOAA.
 - B. Verify that all active employees, contractors, and associates are provided with NEMS directory entries.
2. Ensuring that critical attributes for all entries in the "ou=People" branch of the directory for each Line Office are validated and corrected where appropriate. The MCB, and NOS have determined that the following attributes are critical to the current business needs of NOAA and NOS:

NEMS Attribute	Usage	Guidance
<i>lineOffice</i>	Line Office	Employee's Line Office. Valid values are: HDQ, NESDIS, NMFS, NOS, NWS, OAR, OFA, OMAO
<i>routingCode</i>	Organization	Official Routing Code of the organization that the employee, contractor, associate is working for or responsible to. See published codes in the NOAA Organization Directory (http://www.ofa.noaa.gov/~noaa/)
<i>locality</i>	City	Employee's duty station city in proper case.
<i>st</i>	State	Employee's duty station state (2 letter Postal Service abbreviation).
<i>postalCode</i>	Zip Code	Employee's duty station Zip code (Zip+4 if known).

NEMS Attribute	Usage	Guidance										
<i>building</i>	Building Code	Use common local building code reference. SSMC users should be identified by SSMC1, SSMC2, SSMC3, or SSMC4. Refer to location codes published in the NOAA Organization Directory: http://www.ofa.noaa.gov/~noaa/										
<i>roomnumber</i>	Room Number	Room, cubicle, or other physical location designation within <i>building</i> .										
<i>telephonenumber</i>	Phone	(999) 999-9999 x999										
<i>employeeType</i>	Employee Type	Valid values are: Federal, Commissioned, Associate, Contractor, Function										
<i>manager</i>	Manager	<div>Fully qualified DN (Distinguished Name) of a Federal employee who is directly responsible for the individual represented by the entry, e.g., <i>uid=John.Smith, ou=People, o=noaa.gov</i></div> <table><tr><td><u>Employee Type</u></td><td><u>Manager</u></td></tr><tr><td>Federal</td><td>DN of Supervisor</td></tr><tr><td>Commissioned</td><td>DN of Supervisor</td></tr><tr><td>Contractors</td><td>DN of COTR or Resp. Tech. Monitor</td></tr><tr><td>Associates</td><td>DN of Responsible Federal Employee</td></tr></table>	<u>Employee Type</u>	<u>Manager</u>	Federal	DN of Supervisor	Commissioned	DN of Supervisor	Contractors	DN of COTR or Resp. Tech. Monitor	Associates	DN of Responsible Federal Employee
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A number of diagnostic reports have been created to assist primary mail administrators (PMA) in identifying entries that do not adhere to these guidelines. These reports are available on-line at <https://hermes.nos.noaa.gov:23198/dsgw/info/pmadiags.html> and <https://hermes.nos.noaa.gov:23198/dsgw/managers/summary.html> and are accessible by anyone with an IP address which has forward and reverse DNS resolution to a *.**noaa.gov** address. These reports are updated on a regular basis throughout the day.

Administrators should initially focus on populating the manager attribute. Once a manager has been identified for each entry, hard copy reports can be provided to the manager who can correct the inaccurate or missing organizational and contact information.

Administrators that need to make mass updates to the directory in order to correct a common problem should send requests to Danny.Dillon@noaa.gov. Details are available on the NOS PMA Diagnostics page <https://hermes.nos.noaa.gov:23198/dsgw/info/pmadiags.html>.

Questions or comments regarding this guidance should be directed to Thomas.K.Murphy@noaa.gov or Danny.Dillon@noaa.gov.